This guide summarizes the recertification process for current Master Adjuncts. For adjuncts who wish to become Master Adjuncts, there is a separate process. Contact JCAjunctSupport@jccmi.edu for details.

1. **MASTER RECERTIFICATION PROCESS**
   Log into Master Adjunct Recertification JetNet site to start your recertification journey. Visit https://jetnet.jccmi.edu/.

2. **DETERMINE PROFESSIONAL DEVELOPMENT GOALS**
   Determine 2-3 professional development goals for yourself. What do you want to focus on and work on to enhance your instruction? Brainstorm goals below and be sure to enter goals via JetNet site as well.

3. **TEN HOURS OF PROFESSIONAL DEVELOPMENT**
   Visit www.jccmi.edu/professionaldevelopment for listing of current offerings at JC. External professional development offerings may also be eligible to fulfill your ten hours. Contact the Director of Instructional Innovation to share details of the activity to confirm.

   - Workshop: ______________ Date: _____
   - Workshop: ______________ Date: _____
   - Workshop: ______________ Date: _____
   - Workshop: ______________ Date: _____
   - Workshop: ______________ Date: _____
   - Workshop: ______________ Date: _____
   - Workshop: ______________ Date: _____
   - Workshop: ______________ Date: _____

4. **RECIPROCAL OBSERVATION**
   At least one set of reciprocal classroom observations: Annually, each adjunct should participate in a reciprocal observation, whereby they observe a colleague and a colleague observes them.

   - I observed ______________ on _______.
   - I was observed by ____________ on _______.

5. **REFLECT ON STUDENT FEEDBACK SURVEY**
   In JetNet, report your Student Feedback Survey (SFS) target response rate for your classes and the strategies you used to encourage students to submit their feedback. How will the feedback you received from students help shape your plans for professional development going forward?